

# CITY OF CANTON

## REQUEST FOR PUBLIC RECORDS

PHONE: 903-567-1841  
FAX: 903-567-1793  
MAIL: City of Canton, City Secretary, P.O. Box 245, Canton, TX 75103  
OFFICE: City of Canton Office Complex, 24980 Hwy 64 E., Suite One, Canton, TX 75103  
E-MAIL: City Secretary, [jseymore@cantontex.com](mailto:jseymore@cantontex.com)

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

I request (copies \_\_\_\_ / review \_\_\_\_ ) of the following information under the Texas Open Records Act, Texas Government Code, Chapter 552. (Please be specific.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

\_\_\_\_\_ I wish to be notified of the estimated cost prior to production.

Signature: \_\_\_\_\_

The charge for standard copies (letter and legal size) shall be \$0.10 for each page up to 50 pages. For 50 or more pages, the charge shall be \$0.10 for each page plus personnel time. (Per Texas Administrative Code; General Services Commission, Chapter 111, Subchapter C, Rule §111.63)

- The City will strive to furnish all information that is approved as soon as possible within ten (10) business days, dependent upon the workload of employees and complexity of items requested.
- Actual records must exist; records will not be compiled or created to fill this request.
- Charges will be waived for five or fewer standard pages requiring minimal research.
- There may be a \$15.00 per hour charge for information over 50 pages or requiring extensive research.
- Review of original records will be conducted on premises in the presence of a city representative.

### For Office Use Only

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
If seek AG opinion: Request Date: \_\_\_\_\_ Response Rcvd: \_\_\_\_\_  
AG Opinion: \_\_\_\_\_  
If pre-notification of cost: Date: \_\_\_\_\_ Estimate: \$ \_\_\_\_\_ Authorized: Yes \_\_\_\_ No \_\_\_\_  
Date available for review or pickup: \_\_\_\_\_ Notified: \_\_\_\_\_  
Cost: \$ \_\_\_\_\_ Payment: cash \_\_\_\_ check \_\_\_\_ check no. \_\_\_\_\_

Copies picked up by: \_\_\_\_\_ Date: \_\_\_\_\_